

Services/Activities Inventory

Department: Clerk to the Board of Supervisors

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

1. Publish agendas, action agendas, and ensure up-to-date minutes on the internet for access by citizens
2. Serve as liaison between citizens and the Board by ensuring that communications are promptly routed to the appropriate person for action
3. Facilitate appointments to committees, commissions and boards via the on-line volunteer application
4. Issue solicitation permits for non-profit organizations via the on-line application process
5. Process on-line requests to address the Board at the meetings